

PREPARING FOR FIRE FIGHTER CERTIFICATION TESTING

Candidate Information Office of the Arizona State Fire Marshal

To be eligible for Fire Fighter I & II Certification, candidates must successfully complete a Fire Fighter I & II Certification Program approved by the Office of the Arizona State Fire Marshal (OSFM). Upon completion of the training program, all candidates must:

1. Submit a Fire Fighter Certification Application signed by the program Instructor/Evaluator verifying that all cognitive and manipulative objectives have been taught and evaluated and that all prerequisites for certification testing have been met.
2. Pay the test fee established by the OSFM to test, or retest, for each written and practical skill examination.
3. Pass a written certification exam.
4. Pass a practical skill certification exam.

Certification exams are proctored by a representative from OSFM and are held at a time and place designated by the OSFM. ***The dates, times and locations of certification exam(s) will be announced by your Instructor/Evaluator.***

PREREQUISITES FOR CERTIFICATION TESTING

State Certification requires all candidates be residents of the State of Arizona and meet the requirements of the National Fire Protection Association Standard (NFPA) 1001, 2002 Edition.

RESIDENCY

Only Arizona residents may test for State Certification. State Certification Program policy **requires** that a person present an Arizona Driver License as proof of residency.

MEDICAL AND FITNESS STANDARDS

The State Fire Fighter Certification Program medical requirements can be found in NFPA Standard 1582, Standard on Medical Requirements for Fire Fighters and Information for Fire Department Physicians, as required by NFPA Standard 1001, 2002 Edition.

Fitness requirements are established by the sponsor of a program approved for State Certification.

ACCOMMODATION FOR DISABILITY

All accommodation requirements for qualified candidates for State Certification Testing are the responsibility of the approved training program.

A qualified candidate meeting the Medical Requirements for Fire Fighters under NFPA Standard 1582 will be accommodated for the practical skill State Certification Testing.

A qualified candidate with a reading disability documented by a certified/licensed professional in the field will be accommodated for written State Certification testing.

In addition to the prerequisite requirements for each certification level, the following eligibility prerequisites must be met. Candidates must:

1. Be at least 18 years old before certification testing.
2. Successfully complete a certification program approved by the OSFM.
3. Submit the Fire Fighter Certification Application, signed by the instructor/evaluator verifying that all cognitive and manipulative objectives have been taught and evaluated and that all prerequisites for certification testing have been met.

CERTIFICATION PREREQUISITES	FIRE FIGHTER I	FIRE FIGHTER II
Hazardous Materials Training	Hazardous Materials First Responder-Awareness Level (or greater) training course approved by the OSFM.	Hazardous Materials First Responder-Operational Level (or greater) training course approved by the OSFM.
Prerequisite Certifications	None	Arizona Fire Fighter I
CPR Certification	Current BLS-C: CPR for Rescuers Certification	
Emergency Medical Care	Participants must complete an approved course meeting the requirements established by the OSFM conforming to NFPA 1001, 2002 Edition, Section 4.3, or possess a valid Arizona certification or national registry certification for: <ul style="list-style-type: none"> • First Responder; or • Emergency Medical Technician: Basic, Intermediate, or Paramedic 	

PREPARING FOR THE WRITTEN CERTIFICATION EXAM

Description of the Written Examination

The written certification exams for Fire Fighter I and Fire Fighter II each contain 100 multiple-choice questions. The exam for Fire Fighter I & II contains 150 multiple-choice questions. Many test questions are very specific and detailed to a particular skill or task.

Written certification exams are taken at a designated community college computer test center. Candidates must register to test and pay a fee to the OSFM prior to each test. Candidates must request to test at a specific test center. To test a candidate must provide a picture ID (Arizona Driver License or Arizona State ID card). The candidate will receive an access code to begin their test. At the end of the test, results are immediately emailed to the OSFM, program I/E and the email address of the candidate on file with STARS. If a candidate is unsuccessful they must wait a minimum of thirty days before applying to the OSFM to retest. A candidate must register and pay a fee to the OSFM for each testing opportunity.

Two and one-half hours are allotted to complete the Fire Fighter I & II exam. A minimum score of 75 percent (112 correct responses) is required to pass the written certification exam.

- No electronic devices, such as pagers, radios, cellular phones, blackberries, or PDA's are allowed to be in the possession of any person testing. If an electronic device is found in the possession of any person during the examination, they will be excused from the exam.

How to Prepare for the Written Certification Exam

The most thorough way to prepare for the written certification exam is to successfully complete a training program approved by the OSFM. Programs approved by the OSFM conform to the requirements of the Arizona Fire Service Certification Program.

Texts and Materials that can be Studied

Each certification exam is based on the NFPA 1001 standard and the IFSTA, Delmar, or National Fire Protection Association manuals related to the certification level. For example, to prepare for the Fire Fighter I & II written certification exam, candidates should carefully review one of these manuals, as well as the NFPA 1001 Standard. There are also several test preparation texts that are available to help candidates further prepare for the written certification exam.

Written Exam Retesting

Candidates for certification are given three attempts to meet the minimum passing score for the written certification exam. Certification testing must be completed within one year of the completion of an OSFM approved training program.

- A thirty-day period is required before a candidate can retest
- If a candidate fails the first two attempts of the written certification exam, the instructor/evaluator will be consulted before the third testing attempt can be made.

If a candidate fails to pass the written certification exam after three successive examination attempts, the training program must be repeated if certification is desired.

If one year lapses after completion of an OSFM approved training program and three test attempts have not been completed by a candidate, the training program must be repeated if certification is desired.

Sample Questions

Fire Fighter I

1. Transfer of heat by the movement of air or liquid would be considered:
 - a. Conduction
 - b. Convection
 - c. Radiation
 - d. Direct-Flame contact
2. What is a good, two fire fighter method for breaking a tight coupling without a spanner wrench?
 - a. Stiff-arm
 - b. Foot-tilt
 - c. Knee-press
 - d. Coupling-tilt

Fire Fighter II

1. The safest recommended means for a fire fighter to disconnect electrical service to a building is by:
 - a. cutting the service entrance wire.
 - b. pulling the meter.
 - c. locating the nearest transformer and deactivating it.
 - d. shutting off the main power breaker/fuse in the panel box.
2. Valves for water systems are broadly divided into two types. They are:
 - a. gate and indicating.
 - b. ball and check.

- c. indicating and non-indicating.
- d. screw and yoke.

PREPARING FOR THE PRACTICAL SKILL CERTIFICATION EXAM

Description of the Practical Skill Certification Exam

The Practical Skill Certification Exam is a randomly generated test that consists of 5 practical skill stations. Each station consists of one skill randomly selected from the OSFM skill sheets. Practical skill tests are graded on a pass/fail basis. Each candidate is allowed two successive attempts at each skill station. The total time at a skill station can not exceed 10 minutes.

- No electronic devices, such as pagers, radios, cellular phones, blackberries, or PDA's are allowed in the examination holding room, or at the skill stations. If any electronic device is found in the holding room after the examination begins, the test will be cancelled and all results voided.

How to Prepare for a Practical Skill Certification Exam

Completion of an approved Fire Fighter I & II Certification Program is required before taking the written and practical certification exams. Candidates who are successful in the training program should be well prepared to take the practical skill exam. Because practical skill examinations are randomly generated from a test bank of the OSFM skill sheets, candidates should be prepared to perform all of the manipulative skill objectives required by NFPA 1001 Standard. Students must receive copies of the OSFM skill sheets from the program instructor/evaluator at the beginning of the certification program.

Practical Skill Test Criteria

Practical skill tests are graded on a pass/fail basis. Passing means that the candidate performed the skill correctly. Failure means that the student performed the skill in an unsafe manner or to the point of being ineffective.

Complex skills are broken down into components and assigned a minimum number of points that are used to determine the pass/fail grade. Candidates must pass all 5 practical skill stations to pass the practical skill certification exam.

Candidates are graded using the OSFM skill sheets to ensure consistency of grading. Each of the practical skills must be completed swiftly, safely, and with competence as defined below:

Safely—Each manipulative skill objective must be completed without careless acts resulting in injury to the candidate or others, or damage to equipment.

Swiftly—Each manipulative skill objective must be completed within the allotted time.

With Competence—Each manipulative skill objective is performed in accordance with the OSFM standard. This includes performing the proper steps in sequence.

Each candidate is observed and graded on each of the manipulative skills by an OSFM certified Instructor/Evaluator. Instructor/Evaluators will use the OSFM skill sheets to evaluate each candidate to ensure consistency of grading. Manipulative skill stations are under the observation of an OSFM proctor during the testing process.

Practical Skill Retesting

Candidates are given three attempts to pass the practical skill certification. If a practical skill retest is needed, the candidate must contact the OSFM to make arrangements. Certification testing must be completed within one year of the completion of an approved training program or first testing attempt, whichever comes first.

Opportunities for retesting include:

- Retesting during a scheduled Arizona certification exam

If a candidate fails to pass the practical skill certification exam after three successive examination attempts, the training program must be repeated if certification is desired.

If one year lapses after completion of an OSFM approved training program and three test attempts have not been completed by a candidate, the training program must be repeated if certification is desired.

REQUESTING YOUR CERTIFICATE

After successful completion of the required certification exam(s), candidates are eligible to receive a certificate and ID card documenting their certification. To receive a certificate and ID card, candidates must submit a Certificate Request Form.

- The Certificate Request Form is available on the OSFM website at www.dfbls.az.gov.

APPEALING CERTIFICATION DECISIONS

The Office of the Arizona State Fire Marshal seeks to make testing and certifying services available to Arizona's Fire Service in a fair and equitable manner, without regard to race, sex, religion, or ethnic origin.

The appeal process provides a way for participants to present questions and seek answers to appeals regarding the OSFM testing and certification procedures and decisions. This policy ensures that appeals can be made without the fear of reprisal.

The first step in the appeal process is to informally address questions or concerns to the Instructor/Evaluator or the OSFM. Responses to candidates can be answered informally by the Instructor/Evaluator or the OSFM.

The second step in the appeal process is to formally address questions or concerns to the State Fire Training Director by submitting a written appeal. The written appeal must be received within 10 days of the action or decision prompting the appeal. The written appeal must contain:

- The appellant's name
- The appellant's mailing address
- The name of the certification program attended
- A detailed explanation of the basis for the appeal, including the date of the action or decision being appealed

If the subject of the appeal is a certification exam, the appellant must also identify:

- The date and location of the certification examination
- The type of certification examination (written or practical)

The OSFM will respond to appeals within 30 days of receipt. The appellant will be notified by certified mail of the result of the appeal.

CONTACTING THE ARIZONA STATE FIRE MARSHAL'S OFFICE

Telephone:

602-364-1075	To schedule written exam retesting and request certificates
602-364-1075	To schedule practical skill exam retesting
602-364-1081	State Fire Training Director
602-364-1084	Fax Telephone Number

Write to:

Office of the Arizona State Fire Marshal
1110 W. Washington, Suite 100
Phoenix, AZ 85007

Email:

Fire.Training@dfbbs.state.az.gov